

# OUTDOOR CAFÉ APPLICATION

Champaign Planning and Development Department



Permit Year \_\_\_\_\_

## OUTDOOR CAFÉ PROGRAM

The outdoor café program has been in place since 1994 and allows for the placement of tables and chairs on public sidewalks throughout the commercial areas of Downtown, Midtown and Campustown. This program strives to enhance our commercial center by creating a vibrant street life that is open to the general public. Our goal is to ensure that our seating areas are well maintained and operating within the requirements of the city code.

## BUSINESS INFORMATION

Business Name

Business Address

Owner Name

Owner Address

Suite/Unit #

Owner City

State/ZIP

Phone

Email

District      Downtown ☐      Midtown ☐      Campustown ☐

FEIN Number      IL Business Tax #

Public Health #      Liquor License #

Is Cafe located on a Plaza? (see last page for list of plazas)      YES ☐      NO ☐

Will alcohol be served in café?      YES ☐      NO ☐

Do you owe any outstanding fees, citations, or debts to the City of Champaign?      NO ☐

Have you attached a copy of your certificate of insurance to this application, noting the city as an additional insured, as indicated on the attached sheet?      YES ☐

Have you attached a yearly operations plan outlining hours and days of operation, scheduled maintenance, and method for providing security? (see template)      YES ☐

## OUTDOOR CAFÉ FEE

The outdoor café fee is calculated based on \$0.50 per square foot of usable café area. Areas excluded from this calculation include public access walkways, paths of egress through the café space, and permanent street elements such as planters, trees, street furniture etc. The area must be diagrammed in this application and verified by the Planning Department. A minimum five foot walkway must be maintained around the perimeter of the café at all times in compliance with city code\*.

*\* Planning Director may reduce requirement to 4 feet or raise the width in high traffic areas.*

Total Square Feet \_\_\_\_\_ X \$0.50/SF = Total Café Permit Fee \$ \_\_\_\_\_

### NOTABLE OUTDOOR CAFÉ RULES

- Café's must be maintained in good order at all times. This includes daily removal of loose trash and debris. Permit holder is responsible for power washing café area with a non-toxic, non –corrosive solution once per year.
- In Campustown, all outdoor cafes must be closed and furniture removed from the sidewalk by 10:00 p.m.
- Live music is allowed in the permit area Sunday – Thursday 10:00 a.m. to 11:00 p.m. and Friday and Saturday 10:00 a.m. to 12:00 a.m. (midnight).
- Cooking is allowed in Plaza area if the operator has appropriate health department permits and the cooking operation does not impede egress area in café area. All grease and waste must be disposed of on private property.
- Patrons are not permitted to leave the café areas with open beverages

### CAFÉ PLAN

Include a drawing of the sidewalk and buildings adjacent to the proposed plaza including dimensions. All existing street trees, furniture, utility equipment, parking meters and planted areas should also be represented.

☐ This proposed plan varies from last year's plan.

*\* Note – Using this diagram your café will be marked using metal pins embedded in the sidewalk. These markers will be used for enforcement of the café space. Tampering with these markers is not permitted.*

NEIGHBOR PERMISSION		
If your café area extends beyond your property lines or if you occupy one side of a plaza with another business on the opposite side, you must receive written permission from the adjacent property owners before your café can expand.		
<i>I hereby grant permission for the applicant to utilize a portion of sidewalk directly adjacent to my property for a term of one year.</i>		
Signature	Business Name	Date
Signature	Business Name	Date

SIGNATURE	
<i>I certify that the above information is true and correct to the best of my knowledge. I further certify that I am authorized to sign as the agent of the aforesaid business. I understand that if the information submitted is false, the permit is <b>void</b>.</i>	
Signature	Date
Printed Name	

**Defined Plaza Spaces** (these areas are subject to additional regulations):

- Northeast Corner of Chester and Walnut Street
- Taylor Street between Neil Street and Walnut Street
- South side of Park Street between Randolph and State Streets
- One Main Plaza
- Southeast corner of Main and Neil Street
- Public alley west of Neil Street between Park and Church Street
- Northeast corner of Neil and Chester Street

*For questions regarding the outdoor café program please contact:*

**Champaign Planning and Development Department**

102 North Neil Street

Champaign, IL. 61820

(p) 217.403.8800

(f) 217.403.8810

[www.ci.champaign.il.us](http://www.ci.champaign.il.us)

APPROVAL (OFFICE USE ONLY)				
Permit Number		Approval Date		
PLN - signature	CFD - signature	Capacity - #	CMO - signature	PW – Diagram <input type="checkbox"/>
Total Permit Fee - \$		Seating Capacity - #		

## **ATTACHMENT A**

### **CERTIFICATE OF INSURANCE REQUIREMENTS**

The following information must be provided on the Certificate of Insurance. A sample is attached identifying critical required information.

1. Date certificate is issued.
2. Name and address of agency issuing insurance.
3. Name and address of insured.
4. Name of insurance company. Must be authorized to do business in Illinois and rated A-VIII or better in the current Best's Key Rating Guide.
5. Policy number.
6. Policy effective date.
7. Policy expiration date.
8. The insured must maintain limits of at least one million dollars (\$1,000,000) per occurrence and in the aggregate. If there are lower limits in General Liability, an excess policy can be used to bring limits to \$1,000,000.
9. If the applicant is seeking a supplemental liquor license to serve alcohol at the sidewalk café, the applicant must also submit evidence of liquor liability insurance. Such insurance must be written with an insurance carrier authorized to do business in Illinois, rated A-VIII or better in the latest Best's Key Rating Guide, with limits of liability as provided by Illinois State Law. The City of Champaign, its officers and employees, shall be listed as additional insured parties on a primary and non-contributory basis on the liquor liability policy.
10. The following language needs to appear in this box: "The City of Champaign, its officers and employees are listed as additional insured parties on the general liability policy on a primary and non-contributory basis, as their interests may appear."
11. City of Champaign  
Planning Department  
102 North Neil Street  
Champaign, IL 61820
12. The following language (or similar) must appear in this section: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10-day written notice to the certificate holder named herein."  
  
If the clause is preprinted and the wording "endeavor to", or "but failure to mail such notice" the wording must be crossed out and initialed by the insurance agent prior to submittal to the department.
13. Signature of the agent.

**ATTACHMENT B**

**YEARLY OPERATIONS PLAN**

The following information must be provided each year.

YEARLY OPERATION PLAN							
Business Name:				Managers Name:			
Managers Phone:				Managers email:			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Indoor Hours							
Outdoor Café Hours							
Avg. # Employees (AM)							
Avg. # Employees (PM)							
Number of Indoor Seats -			Number of Outdoor Café Seats -				
Describe Cleaning Activities							
Daily Cleaning –							
Monthly Cleaning –							
Yearly Cleaning –							
Describe Security Plans							